

**Minutes remain in draft form until they are
approved and/or corrected at the next meeting.**

**Minutes of the Southeast PTO
April 4, 2005**

CALL TO ORDER: 7:00 PM

IN ATTENDANCE: Norma Fisher-Doiron, Joan Pinney, Kim O'Keefe, Dawn Rawlinson, Monique Brown, Irene Sheehan, Stacey Fulton, Natalie Minuitti, Edmond & Amy Chibeau, Elaine Temel, Stacey Fulton, Kimberly Clark, Margaret Morrison, Wendy Guyette

SECRETARY'S REPORT: REVIEW MINUTES

Motion for acceptance: Irene Sheehan

Motion seconded by: Amy Chibeau

TREASURER'S REPORT: REVIEW REPORT

Highlights: Target Credit Card gives points to SE if you use their charge card, the Archaeologists payment is still outstanding, Liberty Bank donated to buy the leg lift apparatus in playscape, \$2500 given to Town of Mansfield to have them match it so we can order more playscape equipment

Motion for acceptance: Edmond Chibeau

Motion seconded by: Joan Pinney

PRINCIPAL'S REPORT: REVIEW CALENDAR OF EVENTS

Highlights: The spring concert this Wed. Amy Chibeau asked if the concert was too crowded for families not participating to attend. Norma said no. Spring break is Apr. 18 – 22, TV Turnoff week is the last week in April, Special Person's Day is May 2, May 21 is the Southeast Tag Sale, 8 – 1PM, the Spring Book Fair date is undecided. Stacey Fulton will ask Julianna Barrett if she is running it and if it will be the same time as ice cream social, May 8 is the Town Meeting at 8PM with all day Kindergarten on the agenda. Class photos already occurred April 7 and it is crossed out of the new calendar of events.

The **PAC meeting** was on classroom placements today. The next meeting will be on assessments including the CMT's and other district wide assessments. Fred Baruzzi will present. Some suggestions for upcoming PAC meetings included one on Character Education, one on curriculum (math, LA, science), including the arts, one on how to volunteer at Southeast, one on how Southeast fosters a school wide connection with the community

The **Town Council** meeting occurred with the biggest discussion being on All Day K. It looks favorable to pass given what was said. They will reply to the Board of Ed next Wednesday. Rep. Denise Merrill sent in a letter of support as a town resident.

Irene Sheehan did a presentation on the **new sign in procedure**. The sign in book is revised to be easier to use, the PTO/parent pass can be put in plastic and reused.

TEACHER'S REPORT: Mickey Maheu would like permission for the Green Thumbs club to sponsor a non-toxic cleaner fund raiser with PTO backing. Mickey will take care of all the details, and orders will be placed on line. All voted in favor of supporting this fund raiser. Literature was passed out for review

OLD BUSINESS:

Playscape: The fitness cluster has been ordered and will be put in this summer. The tiling will also be finished with the current money. Parent volunteers will be needed to help install the equipment. The benches and picnic table have been put on hold. Prices are going up so we are trying to act fast. Linda Sydnie has down up **letters to give to area businesses**. They are still in office, near the playscape file. Parents are encouraged to take them to area businesses to get more financial support for the playscape.

Fundraising: Tag Sale: Kim O'Keefe reported that there is a lot of work to do. Set up will occur on May 20th. Donations will need to be organized and tagged. People are needed to sell food, and put signs up. Kim will pass out a flyer to students to get donations and support, promoting that kids get involved. There is a form for tax purposes so families can itemized all their donations.

NEW BUSINESS:

The **Sock Hop** was cancelled because of conflict over dates

Kimberly Clark sent out **Special Person's Day** flyer on Monday. The menu will be the same, as well as the time 9:45 – 1:15. At 10:30 Special people will be invited to the classrooms. Lauren Rissmeyer is working on a slide presentation that will be continuously running in the gym. There will also be a poetry performance during the registration time. We need more volunteers. Green Thumbs will be providing plants to give out. It was suggested that the foil wrapping of plant pots be done by the Green Thumbs Club or the ASP. Joan Pinney wanted to reiterate that registration took too long last time. It was suggested to sell hats, tee-shirts, and cookbooks on Special Person's Day.

There is no date yet for **Muffins for Mom's**.

May 27th is **Education Week**. There is a Teacher Appreciation week in the fall, but it was unclear what we normally do for the week in May. The PTO will sponsor a lunch at

end of year. Norma suggested donating a book in honor of the teachers through the stories for Southeast program to acknowledge Education Week. All agreed this was a good idea.

New Officers are needed next year for the PTO. Dawn Rawlinson (Treasurer), Joan Pinney (Co-president), Kim O'Keefe (co-President), and Stacey Fulton will not be returning. Monique Brown will continue as Secretary. Joan Pinney will send out information about the different positions. The June meeting should be run by the new officers and elections should occur at the next meeting.

The various **fundraising events** list was passed out. Kimberly Clark stated that we need all the past people to do a write up about the obligations and tasks for the fundraiser they ran. There is a packet with a disk but it is not specific enough. There is a form to describe the various roles of the different fundraisers but they need to be filled out. The wrapping paper fundraiser needs to be done the first thing in September, and the book fair date needs to be set early in the year. Joan Pinney and Kim O'Keefe will help to organize the folders and forms that explain the different program responsibilities

The **Ice Cream Social** is June 4th. The ice cream has been ordered. We need a coordinator for the event. Amy Chibeu volunteered. Volunteers are needed for the day to scoop ice cream.

Stacey Fulton mentioned that the **PTO closet** needs to be reorganized. Kim O'Keefe felt that Margie Ouimette would help organize it. It was suggested that we use the back of library to house the PTO file cabinet, as many files are now in people's homes.

Jean Phillips will do the **Human-i-tees** tee-shirt fundraiser in coordination with Earth Day.

Monique Brown will speak with Jamie Hendricks about getting the ball rolling on the planning for the **Moving On** Ceremony.

Elaine Temel mentioned that a **Tupperware** fundraiser would give the school a 40% profit. She will look into the details of this.

MEETING ADJOURNED: 8:15PM
RESPECTIVELY SUBMITTED BY: MONIQUE M. BROWN 04/05/05
NEXT MEETING: May 2, 2005